

Protocol for Handling Contaminated Laptops

When a laptop needs repair or replacement because it is contaminated, including with bodily fluids¹ like vomit, blood, or urine either from humans or pets, be sure to follow universal precautions.

If a laptop is contaminated at school, student and machine should both go to the nurse, who will wrap up the laptop to give to the Tech Lead.

If a laptop was contaminated at home, and the student brings it in to give to the Tech Lead, the Tech Lead should notify the school nurse, then follow the procedure below.

Under no circumstances should contaminated devices be sent to the MLTI local depot. Please follow these instructions instead:

1. Use appropriate protection when handling the laptop. This should include at a minimum protective gloves. Check with your school nurse.
2. Place contaminated device in plastic trash bag, tie off, then place inside another plastic bag. Tie off second bag.
3. Mark bag as contaminated and identify the contaminant.
4. Call the MLTI Help Desk and request an escalation to the local project team.
5. The listed Tech Lead will then be contacted with further instructions on packing and shipping of the contaminated device using Advanced Chemical Transport.
6. Submit a buffer replacement request in the MLTI Asset Manager as "lost/stolen". Be sure to mention in the Comments section that the machine is contaminated and what happened.

¹ Bodily fluids are defined as natural secretions of fluid from living bodies and include blood, mucus, semen, urine, feces, and vomitus.